

## Changing Grades for Students through the Faculty Center

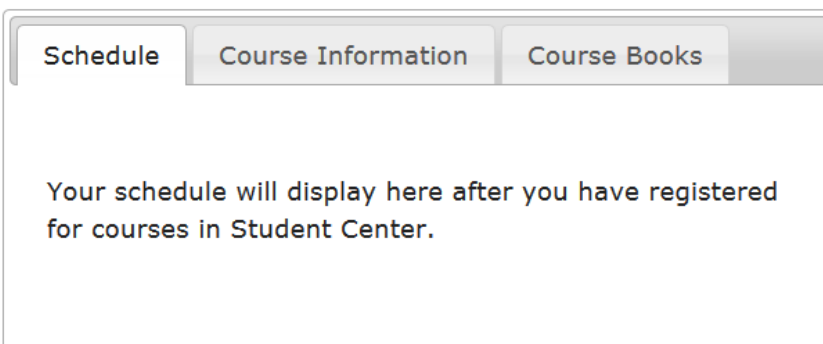
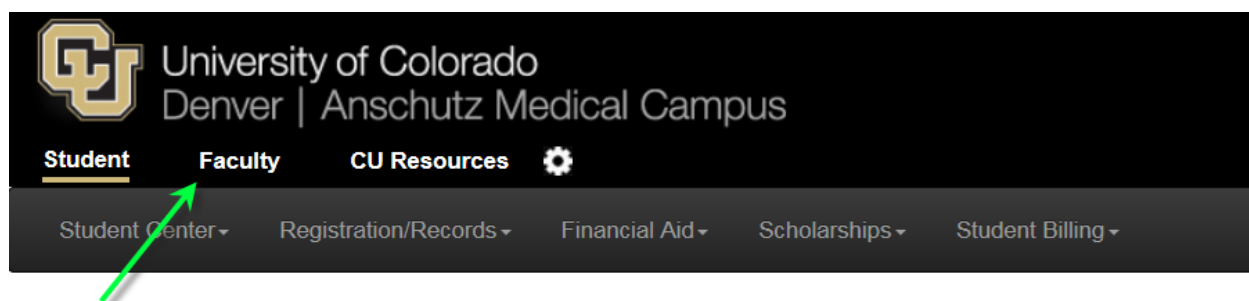
### As an Instructor


Grades are entered once the term is complete (or session, for reduced session classes). Once a grade roster has been approved and posted, the grade roster cannot be changed.


However, new system functionality allows instructors to change grades for individual students through their portal.

Step 1: Log into the portal and navigate to the grade roster for the class you wish to change.

Navigate to the faculty center in UCD Access



 University of Colorado  
Denver | Anschutz Medical Campus

**Student**   **Faculty**   CU Resources   

**Faculty Activities**  
Locate a faculty member by viewing his or her class schedule.  
View your own class schedule on a class-by-class or weekly basis.  
Browse CU's course catalog.  
See which students are enrolled in your class.  
View releasable FERPA information for a student.

**Faculty Center**

Select the correct term using the “change term” button

**Faculty Center**

---

**My Schedule**

change term

Use the radio buttons to make a selection and press “continue”

## Faculty Center

### Select Term



[View FERPA Statement](#)



CONTINUE

Select a term then select Continue.

	Term	Institution
<input type="radio"/>	Fall 2016	CU Denver
<input checked="" type="radio"/>	Spring 2016	CU Denver
<input type="radio"/>	Fall 2015	CU Denver
<input type="radio"/>	Spring 2015	CU Denver
<input type="radio"/>	Fall 2014	CU Denver
<input type="radio"/>	Spring 2014	CU Denver
<input type="radio"/>	Fall 2013	CU Denver
<input type="radio"/>	Summer 2013	CU Denver
<input type="radio"/>	Spring 2013	CU Denver
<input type="radio"/>	Fall 2012	CU Denver
<input type="radio"/>	Spring 2012	CU Denver
<input type="radio"/>	Fall 2011	CU Denver
<input type="radio"/>	Spring 2011	CU Denver
<input type="radio"/>	Fall 2010	CU Denver

CONTINUE

Select “grade roster”

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 Class Roster	 Grade Roster		30	MoWe 9:30AM - 10:45AM		Jan 19, 2016- May 14, 2016

Select “Request Grade Change:

**Instructor Grade Access:**  
  
**Display Options:**  
**Grade Roster Type**  
☐ **Display Unassigned Roster Grade Only**

Post  
Grades  
  
Final

[Grading Information/Deadline](#)  
  
**Grade Roster Action:**  
\*Approval Status Approved **Posted**  
**(To change the Approval Status, select from the drop down and press Save)**  
  
[Request Grade Change](#)

You will need to select the term and class from the list:

Instructor

Proxy

new window | Help | Personalize Page

Request Seq Nbr: 99999

This is your online form to submit a grade change or enter a late grade.

\*Please enter the Institution: CU Denver

\*Please select from the following term: Spring 2016 UC Denver

\*Please select from the following class:

list:

Please select student(s) to change or enter a late grade

Select All

Deselect All

Only show Selected

Reload Roster

Hide Graded Rows

	Select	Empl ID	Name	Official Grade	*Grade Input	Comment	Status	Date Submitted
1	<input type="checkbox"/>				<span></span>			

Once you have entered a class, you will see a drop down list of students and official grades:

[Instructor](#) [Proxy](#)

Request Seq Nbr: 99999

This is your online form to submit a grade change or enter a late grade.

\*Please enter the Institution:

\*Please select from the following term:

\*Please select from the following class   
list:

Please select student(s) to change or enter a late grade

[Select All](#) [Deselect All](#) [Only show Selected](#) [Reload Roster](#) [Hide Graded Rows](#)

	Select	Empl ID	Name	Official Grade	*Grade Input	Status	Date Submitted	Action Date	User ID
1	<input type="checkbox"/>			B	<input type="text" value="B"/>		12/20/2016		
2	<input type="checkbox"/>			C	<input type="text" value="C"/>		12/20/2016		
3	<input type="checkbox"/>			A	<input type="text" value="A"/>		12/20/2016		

Select the grade you wish to change and use the drop down to change the grade:

[Instructor](#) [Proxy](#)

Request Seq Nbr: 99999

This is your online form to submit a grade change or enter a late grade.

\*Please enter the Institution:

\*Please select from the following term:

\*Please select from the following class   
list:

Please select student(s) to change or enter a late grade

[Select All](#) [Deselect All](#) [Only show Selected](#) [Reload Roster](#) [Hide Graded Rows](#)

	Select	Empl ID	Name	Official Grade	*Grade Input	Status	Date Submitted	Action Date	User ID
1	<input type="checkbox"/>			B	<input type="text" value="B"/>		12/20/2016		

Once you select the grades and press “Save”, the page will look like this

[Instructor](#) | [Proxy](#)

Request Seq Nbr: 667

This is your online form to submit a grade change or enter a late grade.

Please enter the Institution: CU Denver

Please select from the following term: Spring 2016 UC Denver

Please select from the following class list:

Please select student(s) to change or enter a late grade

[Select All](#) [Deselect All](#) [Only show Selected](#) [Reload Roster](#) [Hide Graded Rows](#)

Select	Empl ID	Name	Official Grade	Grade Input	Status	Date Submitted	Action Date	User ID
1	<input checked="" type="checkbox"/>		B	A	In Review	12/20/2016		

[Save](#) [Notify](#)

[Add](#) [Update](#)

[Instructor](#) | [Proxy](#)

and a pop up will appear. Press “Submit” to submit the change:

[Form](#)

[new window](#) | [11](#)

Seq #: 594

Denver - CLASU

\*Subject: CUDEN ,2161

Priority: 3-Standard

Due Date:

Status: Initial

[Preview Approval](#)

[Submit](#)

Request ID: 667

[Students for grade change](#)

More Information:

Message Catalog: 25000 Msg: 7

[Save](#)

[Return to Search](#) [Notify](#)

If you'd like to see which students you are approving, select “Students for grade change”

Form

Seq #: 594 **Denver - CLASU**

\*Subject: CUDEN ,2161

Priority: 3-Standard Due Date:

Status: Initial

Request ID: 667

Students for grade change

More Information:  
Message Catalog: 25000 Msg: 7

You will get another pop-up with the information about what grade you are changing:

Student

Faculty

CU Resources

CU\_GRDCHANGE\_REQUEST

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(1 kb)

View All

First 1-1 of 1 Last

Seq Nbr	ID	First Name	Last	Institution	Term	Class Nbr	Subject	Catalog	Section	Career	Grd Scheme	Grade Base	Original Grade	Changed Grade	ChkoutStat	Submitted Dt	Date of action	Process Dt	User	Request ID	to_char(A.COMMENTS)
1	667			CUDEN	2161					UGRD	UGD	LTR	B	A	IR	12/20/2016					

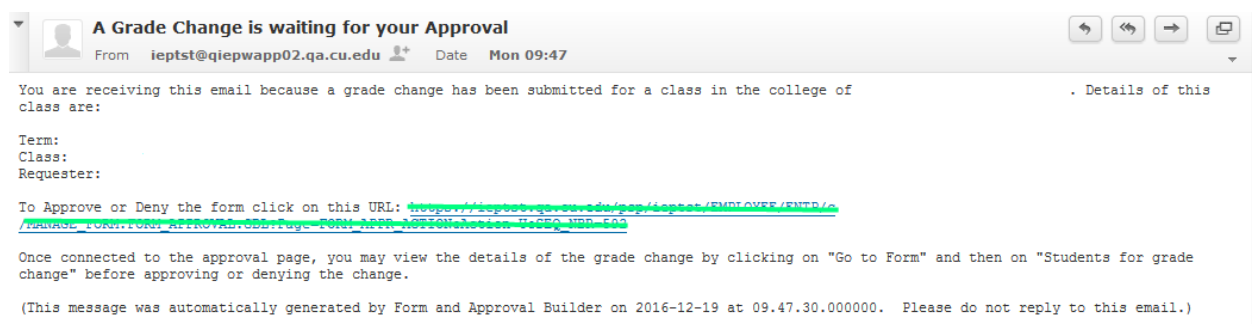
As an instructor, you are now done! Wait for the grade change to be routed to your dean's office. You should receive an email letting you know whether it has been approved or not, and you should also receive an email letting you know once the grade has been posted by the Registrar's Office.



As a Dean's Office (Individual with Dean's Signature Authority) ⇐

Once an instructor has submitted a grade change, you can log in and approve that change through your UCD Access portal.

You should receive an email that looks like this:



**Log into the portal**, then **highlight the link** and **paste it into your open browser**. You will be taken to the form to be approved. If you would like to approve, select the “Approve” button, or “Deny” to deny the request.



Seq #: 592

Denver -

Subject: CUDEN ,2114 ,

[Go to Form](#)

#### Approval Action

Comment

[Approve](#)

[Deny](#)

[Save Comment](#)

#### Review/Edit Approvers

##### Denver - CLASU: 592:Pending

1

##### Pending

Multiple Approvers



DEN GradeChange Approver

##### Not Routed

Multiple Approvers



Grade Change UCD Registrar

[Return to Search](#)

If you select “Go to Form”, you will see a pop-up window. Select “Students for grade change” to see the students you are approving:

Form

Form

Seq #: 592 **Denver - CLASU**

\*Subject:

Priority:  Due Date:

Status: Pending

Request ID:

Students for grade change

More Information:

Message Catalog: 25000 Msg: 7

OK Cancel

The pop up window will show what students you are approving:

CU\_GRDCHANGE\_REQUEST

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

View All

First 1-3 of 3 Last

Seq Nbr	ID	First Name	Last	Institution	Term	Class Nbr	Subject	Catalog	Section	Career	Grd Scheme	Grade Base	Original Grade	Changed Grade	ChkoutStat	Submitted Dt	Date of action	Process Dt	User	Request ID	to_char(A.COMMENTS)
1	666			CUDEN	2114				001	UGRD	UGD	LTR	B-	A	IR	12/19/2016					
2	666			CUDEN	2114				001	UGRD	UGD	LTR	A	B	IR	12/19/2016					
3	666			CUDEN	2114				001	UGRD	UGD	LTR	B+	C	IR	12/19/2016					


Once you have approved, your request will be sent to the Office of the Registrar for approval.

## As a Proxy

Proxies must log in to Campus Solutions. They cannot use the portal as they may not have a faculty tab.

Go to faculty center and select proxy tab.


Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Grading ▾ > Grade Change Initiation Form

 User: BROO000002 on Database: ICSTST Menu ▾ Search  >> Advan [Home](#) | [Worklist](#)

[Instructor](#) [Proxy](#)

Request Seq Nbr: 99999

This is your online form to submit a grade change or enter a late grade.

Please enter the Student ID:  

\*Please enter the Institution:

\*Please select from the following term:

\*Please select from the following class

list:

Please select submit changed or late grade

Official Grade	*Grade Input	Comment
<input type="text"/>	<input type="text"/>	<input type="text"/>

Status: Date Submitted: Action Date:

[Save](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#)


[Instructor](#) | [Proxy](#)

## Need a SID

Instructor Proxy

Request Seq Nbr: 99999

This is your online form to submit a grade change or enter a late grade.

Please enter the Student ID:  

\*Please enter the Institution:

\*Please select from the following term:

\*Please select from the following class

list:

Please select submit changed or late grade

Official Grade	*Grade Input	Comment
<input type="text"/>	<input type="text"/>	<input type="text" value="I am changing this grade.  "/>

Status: Date Submitted: 12/22/2016 Action Date:

 Save  Notify

 Add  Update/Display  Include History

[Instructor](#) | [Proxy](#)

Form

Seq #: 599

Denver - BUSNU

\*Subject:

CUDEN ,2164 ,ACCT ,2200 ,E01(18175)

Priority:

3-Standard

Due Date:

Status:

Initial

Preview Approval

Submit

Request ID:

672

Students for grade change

More Information:

Message Catalog: 25000 Msg: 7

Save

Return to Search

Notify

## CU\_GRDCHANGE\_REQUEST

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

First 1-1 of 1 Last

Seq Nbr	ID	First Name	Last	Institution	Term	Class Nbr	Subject	Catalog	Section	Career	Grd Scheme	Grade Base	Original Grade	Changed Grade	ChkoutStat	Submitted Dt	Date of action	Process Dt	User	Request ID	to_char(A.COMMENTS)
1	672			CUDEN	2164	18175			E01	UGRD	UGD	LTR	D+	A	IR	12/22/2016					I am changing this grade.

[My Info and Pay](#)
[Benefits and Wellness](#)
[Training](#)
[Forms](#)
[Business Tools](#)
[Manager](#)
[Reporting & Compliance](#)
[Useful Links](#)

[New Window](#) | [Help](#)

## Approval/Review a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Sequence Number:

=

599

Form:

begins with

Subject:

begins with

Priority:

=

Due Date:

=

Document Key String:

begins with

Approval Status:

=

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

No matching values were found.

**Approve here:**

[My Info and Pay](#) [Benefits and Wellness](#) [Training](#) [Forms](#) [Business Tools](#) [Manager](#) [Reporting & Compliance](#) [Useful Links](#)

[New Window](#) | [Help](#) | [Pers](#)

Seq #: 599 **Denver - BUSNU**

Subject: CUDEN ,2164 ,ACCT ,2200 ,E01(18175)

[Go to Form](#)

**Approval Action**

Comment

[Approve](#) [Deny](#) [Save Comment](#)

**Review/Edit Approvers**

**Denver - BUSNU: 599:Pending** [View/Hide Comments](#)

1

**Skipped**  
Brooker, Linda  
DEN BUSN GradeChange Approver  
12/22/16 - 10:46 AM

**Pending**  
Multiple Approvers  
DEN BUSN GradeChange Approver

**Not Routed**  
Multiple Approvers  
Grade Change UCD Registrar

**Comments**

[Return to Search](#)

To view the form, click “Go to Form”:

New Window

Seq #: 599 **Denver - BUSNU**

Subject: CUDEN ,2164 ,ACCT ,2200 ,E01(18175)

[Go to Form](#)

**Approval Action**

Comment


[Approve](#) [Deny](#) [Save Comment](#)

**Review/Edit Approvers**


**Denver - BUSNU: 599:Pending** [View/Hide Comments](#)

1


**Skipped**

 Brooker, Linda  
DEN BUSN GradeChange Approver  
12/22/16 - 10:46 AM

**Pending**

 Multiple Approvers  
DEN BUSN GradeChange Approver

**Not Routed**

 Multiple Approvers  
Grade Change UCD Registrar

**Comments**

[Return to Search](#)


Then click “students for grade change”:

Form

Form

Seq #: 599 **Denver - BUSNU**


\*Subject: CUDEN ,2164 ,ACCT ,2200 ,E01(18175)

Priority: 3-Standard Due Date:  

Status: Pending

Request ID:  672

Students for grade change



More Information:

Message Catalog: 25000 Msg: 7

OK Cancel

CU\_GRDCHANGE\_REQUEST

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

First 1-1 of 1 Last

Seq Nbr	ID	First Name	Last	Institution	Term	Class Nbr	Subject	Catalog	Section	Career	Grd Scheme	Grade Base	Original Grade	Changed Grade	ChkoutStat	Submitted Dt	Date of action	Process Dt	User	Request ID	to_char(A.COMMENTS)
1	672			CUDEN	2164	18175	ACCT	2200	E01	UGRD	UGD	LTR	D+	A	IR	12/22/2016					I am changing this grade.

To approve select “Approve”, and to deny select “Deny”:



Seq #: 599 **Denver - BUSNU**

Subject: CUDEN ,2164 ,ACCT ,2200 ,E01(18175)


[Go to Form](#)

### Review/Edit Approvers

Denver - BUSNU: 599:Pending
View/Hide Comments


1

Approved




Gregg, Dawn  
DEN BUSN GradeChange Approver  
12/22/16 - 10:58 AM

Skipped



Brooker, Linda  
DEN BUSN GradeChange Approver  
12/22/16 - 10:46 AM

Pending



Multiple Approvers  
Grade Change UCD Registrar

Comments

[Return to Search](#)

## As Office of the Registrar Staff

Log into your portal and select the “Worklist” button at the top right:









Grade changes that have been approved by the dean’s offices will appear in a list.

## Worklist

Worklist for BERG000162: Bergen, Shana L

Detail View

Worklist Filters   Feed

Worklist Items						Personalize	Find	View All			First
From	Date From	Work Item	Worked By Activity	Priority	Link						
	12/05/2016	Approval Routing	Approval Workflow	3-Low	<a href="#">FormApproval_2744_UCD_CLASU_1900-01-01_N_0_Denver-CLASU_0001(27205)-531</a> <a href="#">CUDEN_2107_SUST_3010_001(27205)-531</a>						
	12/06/2016	Approval Routing	Approval Workflow	3-Low	<a href="#">FormApproval_1631_UCD_CLASU_1900-01-01_N_0_Denver-CLASU_0001(27205)-531</a> <a href="#">CUDEN_2107_SUST_3010_001(27205)-531</a>						
	12/20/2016	Approval Routing	Approval Workflow	3-Low	<a href="#">FormApproval_3031_UCD_CLASU_1900-01-01_N_0_Denver-CLASU_0001(27205)-531</a> <a href="#">CUDEN_2114_BIOL_3411_001(13876)-592</a>						


To select grade change to approve, select the link:









New Window | Help | Personalize Page

## Worklist

Worklist for BERG000162: Bergen, Shana L

Detail View

Worklist Filters   Feed

Worklist Items						Personalize	Find	View All			First
From	Date From	Work Item	Worked By Activity	Priority	Link						
Mcmahon, Shawna	12/05/2016	Approval Routing	Approval Workflow	3-Low	<a href="#">FormApproval_2741_UCD_CLASU_1900-01-01_N_0_Denver-CLASU_0001(27205)-531</a> <a href="#">CUDEN_2107_SUST_3010_001(27205)-531</a>						
Apodaca, Lindsey M	12/06/2016	Approval Routing	Approval Workflow	3-Low	<a href="#">FormApproval_1631_UCD_CLASU_1900-01-01_N_0_Denver-CLASU_0001(27205)-531</a> <a href="#">CUDEN_2107_SUST_3010_001(27205)-531</a>						
Morken, Carol M	12/20/2016	Approval Routing	Approval Workflow	3-Low	<a href="#">FormApproval_3031_UCD_CLASU_1900-01-01_N_0_Denver-CLASU_0001(27205)-531</a> <a href="#">CUDEN_2114_BIOL_3411_001(13876)-592</a>						

You may Approve, Deny, or Save Comment:

Seq #: 531 **Denver - CLASU**

Subject: CUDEN ,2107 ,SUST ,3010 ,001(27205)

[Go to Form](#)

**Approval Action**

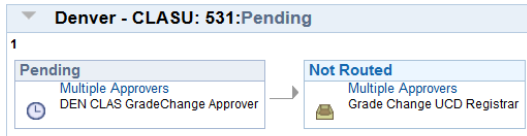
Comment

[Approve](#)

[Deny](#)

[Save Comment](#)

**Review/Edit Approvers**



[Return to Search](#)

If you select “Go to Form” you can see this page:

**Form** [Help](#)

---

[Form](#) | [Instructions](#) | [Attachments](#)


Seq #: 531 **Denver - CLASU**

\*Subject: CUDEN ,2107 ,SUST ,3010 ,001(27205)

Priority: 3-Standard Due Date:

Status: Pending

Request ID:

Students for grade change 

**More Information:**

Message Catalog: 25000 Msg: 7

[Form](#) | [Instructions](#) | [Attachments](#)

If you select “Students for grade change” you can see the students and the change being suggested by this form:

#### CU\_GRDCHANGE\_REQUEST

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

View All

First 1-3 of 3 Last

Seq Nbr	ID	First Name	Last	Institution	Term	Class Nbr	Subject	Catalog	Section	Career	Grd Scheme	Grade Base	Original Grade	Changed Grade	ChkoutStat	Submitted Dt	Date of action	Process Dt	User	Request ID	to_char(A.COMMENTS)
1	613 810212085	Jay	Newman	CUDEN	2107	27205	SUST	3010	001	UGRD	UGD	LTR	B-	A	IR	12/05/2016			MCMA000161		
2	613 810406883	Eva	Krauss	CUDEN	2107	27205	SUST	3010	001	UGRD	UGD	LTR	B+	B	IR	12/05/2016			MCMA000161		
3	613 810652700	Travis	Toms	CUDEN	2107	27205	SUST	3010	001	UGRD	UGD	LTR	C+	C	IR	12/05/2016			MCMA000161		

If you select “Approve” you will see this page:

Seq #: 531

Denver - CLASU

Subject: CUDEN ,2107 ,SUST ,3010 ,001(27205)


[Go to Form](#)

#### Review/Edit Approvers

Denver - CLASU: 531:Pending


1

Approved



Bergen, Shana L  
DEN CLAS GradeChange Approver  
12/20/16 - 4:41 PM

Pending



Multiple Approvers  
Grade Change UCD Registrar

[Return to Search](#)

If you select “Deny” you will see this page:

Seq #: 259 **Denver - CLASU**

Subject: CUDEN ,2107 ,SUST ,3010 ,001(27205)

[Go to Form](#)

Approval Action

Comment

Denied.

Approve

Deny

Save Comment

Review/Edit Approvers

Denver - CLASU: 259:Pending

1

Approved

✓

Apodaca, Lindsey M

DEN CLAS GradeChange Approver

12/06/16 - 2:42 PM

→

Pending

⌚

Multiple Approvers

Grade Change UCD Registrar

[Return to Search](#)

[New Window](#) |

Seq #: 259 **Denver - CLASU**

Subject: CUDEN ,2107 ,SUST ,3010 ,001(27205)

[Go to Form](#)

Review/Edit Approvers

Denver - CLASU: 259:Denied

View/Hide Comments

1

Approved

✓

Apodaca, Lindsey M

DEN CLAS GradeChange Approver

12/06/16 - 2:42 PM

→

Denied

⊘

Bergen, Shana L

Grade Change UCD Registrar

12/20/16 - 4:43 PM

▶

Comments

[Return to Search](#)

UNIVERSITY OF COLORADO OFFICE OF THE REGISTRAR Student Commons Building | 1201 Larimer Street  
-Room 5005 | Campus Box 116 | Denver, CO 80204 Phone 303 315 2600 | Fax 303 315 2550 | Email [registrar@ucdenver.edu](mailto:registrar@ucdenver.edu) | [www.ucdenver.edu](http://www.ucdenver.edu)